

# KANNAPOLIS POLICE DEPARTMENT EMPLOYMENT PROCEDURES



## NON-SWORN POSITIONS

### ***MINIMUM REQUIREMENTS OF APPLICANTS***

All applicants for non-sworn positions must be at least 20 years of age, of good moral character as determined by a thorough background investigation and meet all minimum standards for employment as established by the North Carolina Division of Criminal Information and the City of Kannapolis, to include the following:

#### **United States Citizenship**

Applicants must be natural born or naturalized citizens of the United States.

#### **Age Requirement**

Applicants must be 20 years of age or older.

#### **Physical Requirements**

Applicants must be able to perform all job related physical activity requirements as specified in the job description for the position applied. Candidates must not possess any medical or physical defects that would prevent them from performing the essential job functions.

#### **Education**

Applicants must be a high school graduate or have passed the General Equivalency Development (GED) Test indicating high school equivalency.

#### **Criminal Record**

All non-sworn employees are required by the Police Department to maintain eligibility for certification by the North Carolina Division of Criminal Information (DCI) as a terminal operator. Any individual who has been convicted of a felony or has been convicted of a misdemeanor involving fraud, misrepresentation, or deceit is not eligible for certification as a DCI terminal operator. Applicants must not have committed or been convicted of a felony or serious misdemeanor.

### ***CURRENT SALARY RANGE FOR ENTRY LEVEL POSITIONS (FY 2020-2021)***

<b><u>Position Classification</u></b>	<b><u>Minimum to Maximum</u></b>
Administrative Support Specialist	\$27,835 to \$43,144
Police Records Specialist	\$29,227 to \$45,301
Administrative Assistant	\$32,222 to \$49,944
Tele-communicator	\$33,834 to \$52,442
Records Supervisor	\$37,302 to \$57,817
Evidence/Property Control Technician	\$37,302 to \$57,817
Tele-communicator Shift Supervisor	\$37,302 to \$57,817
Police Planner /Accreditation Manager	\$41,125 to \$63,744
Communications Center Manager	\$45,340 to \$70,277

## ***EMPLOYEE BENEFITS***

- Paid Life Insurance (Employee Only)
- Paid Medical/Dental Insurance (Employee Only)
- Retirement Plan (N.C. Local Government Employees)
- 401(k) employer match up to 2% of employee contribution
- Paid Holidays
- Paid Vacation (accrues after six months of employment)
- Paid Sick Leave (accrues after six months of employment)
- Military Leave
- Uniforms and Equipment Provided
- Educational Reimbursement Program
- Promotional Opportunity

## ***OVERVIEW OF THE SELECTION PROCESS***

Selection for non-sworn employment is a lengthy process that may take up to six weeks or longer to complete and consists of the following steps:

1. Initial applications for employment with the City of Kannapolis are received by City's Human Resources Director for review prior to receipt by the Police Department.
2. Preliminary screening of applicant qualifications by the Police Planner; to include a preliminary check of the applicant's criminal history.
3. Pre-employment testing, completion of a Civilian Personal History Statement, and interview with Bureau Commander. The National Dispatcher Selection Test is given to telecommunicator applicants only. Senior Office Assistant and Records applicants must take a proficiency test in Microsoft Word, Access, and Excel. All applicants will take a standard typing test.
4. Collection of pre-background documentation, fingerprints and photographs and a comprehensive background investigation.
5. Qualifications Appraisal Interview.
6. Conditional offer of probationary employment contingent upon the successful completion of step 7.
7. Drug screen.
8. Medical exam (Tele-communicators only)
9. Final interview with the Chief of Police.

## ***APPLICATION PROCESSING***

Except for unexpected events affecting a specific candidate/application, the Kannapolis Police Department selection process will progress as follows. Each applicant will be guided through the process and advised at each step what the next phase will be.

STEP 1: **Initial Receipt of Application:** The City's Human Resources Department or their authorized designee will conduct a preliminary screening of applications meeting the basic

requirements in order to identify the most qualified applicants for further consideration. Applicants who do not meet the basic requirements for the position, or who fail to provide all required information, will be disqualified from further consideration.

**STEP 2: Preliminary Applicant Screening:** Once the applications are forwarded from the Human Resources Department to the Police Planner, the Police Planner will conduct a check of the applicant through applicable databases of the Division of Criminal Information (DCI), and Kannapolis Police Department in an effort to locate any criminal history record. If no disqualifying criminal record is found, and no discrepancies are detected in the City Application, the most qualified applicants will be notified of scheduled proficiency testing and provided the following information:

- (a) A Civilian Personal History Statement;
- (b) Job description for the non-sworn position applied for;
- (c) Applicant information to include current salary range for entry-level positions, employee benefits, and a description of the application process.
- (d) Authorization for Release of Personal Information to Law Enforcement Agencies for Certification / Employment Purposes form. This form is signed by the applicant and notarized by our agency, giving us authorization to make a thorough investigation of the applicant's personal records, personal background information, employment history, and any other relevant information to determine suitability for employment.

**STEP 3: Proficiency Testing and Initial Interview:** Testing for proficiency in Microsoft Word, Access and Excel applications will be conducted. Testing is done by a private staffing firm. This testing is required for Administrative and Records positions. Tele-communicators are required to take a Public Safety Tele-communicator written exam conducted at the Police Department. Upon successful completion of testing an interview will be conducted with the Bureau Commander. If the Bureau Commander determines the applicant is a suitable candidate for further processing, he will authorize a background investigation to be conducted by a sworn officer trained in conducting such investigations.

**Each candidate for employment will be photographed and fingerprinted and required to take a typing test during this step in the process**

**STEP 4: Collection of Pre-Employment Information and Comprehensive Background Investigation:**

Applicants selected to proceed will be required to furnish a **certified copy** of the following documents:

- (1) Birth certificate or naturalization papers;
- (2) Social security card;
- (3) Certification of high school graduation or GED equivalency;
- (4) A sealed transcript of grades from the registrar of academic institutions attended;
- (5) All marriage licenses and divorce decrees;
- (6) Form DD-214 military record and military discharge (if applicable), and
- (7) Certified true copy of any citation, warrant for arrest, criminal summons, or other criminal charge that constitutes a Class A Misdemeanor or Class B Misdemeanor, regardless of the state or jurisdiction where the offense occurred, as well as

certified true copies of the final court disposition.

**(The applicant is responsible for any costs or fees associated with obtaining certified copies)**

**Comprehensive Background Investigation:** In addition to criminal history checks, the background investigation seeks to determine whether the applicants possess the traits and character which would render them suitable for police employment. Documentation associated with background checks will be considered confidential and held in a secure location. Access to background information will be limited to authorized personnel as specified by the Chief of Police. The background investigation will include, but is not limited to, the following elements:

- (1) A criminal history check of the applicant.
- (2) A check of school and academic records.
- (3) A credit history check.
- (4) A check of military service record, if any.
- (5) Verification of personal references who are familiar with the applicant. These references may include persons listed by the applicant, as well as independent contacts developed by the background investigator.
- (6) Verification of employment history and job performance. An interview with the applicant's current employer must be held prior to the completion of the background investigation. If permission to contact the current employer is withheld by the applicant, all further processing of the application will be terminated.

STEP 5: **Qualification Appraisal Interview:** Following the background investigation, the Bureau Commander will review the results. Applicants deemed suitable for further processing will be scheduled to appear before a Qualification Appraisal Interview Panel. The Interview will determine such things as the applicant's appearance, demeanor, attitude, and ability to communicate. Questions will be from the information contained in the Civilian Personal History Statement and the background investigation report. The interview of each candidate will be conducted using standardized valid, useful, and non-discriminatory procedures. Each member of the Interview panel will evaluate the applicant using a standard evaluation form. These evaluations will be maintained as part of the applicants file.

STEP 6: **Conditional Offer of Probationary Employment:** Applicants deemed most qualified may be extended a conditional offer of probationary employment by the Chief of Police, contingent upon the applicant's successful completion of certain pre-employment steps, to include a drug screen and a final interview with the Chief of Police.

STEP 7: **Drug Screen:** Each applicant must submit to and obtain a negative result on a urinalysis drug screen administered in accordance with the requirements of the City of Kannapolis. This drug screen will take place within 60 days prior to the date of employment.

STEP 8: **Medical Exam:** Applicants selected for Tele-communicator positions only will be required to complete a medical examination by a licensed physician prior to certification training.

STEP 9: **Final Interview with Chief of Police:** Applicants who successfully complete all pre-employment testing pursuant to a conditional offer of employment will be scheduled for a final interview with the Chief of Police. The Chief of Police will review all documentation, assess the overall suitability of the candidate for employment, and make a final decision regarding an offer of employment.

### ***RE-APPLICATION, RE-TESTING, AND RE-EVALUATION***

Re-application, re-testing, and re-evaluation are not authorized during any current selection process. However, applicants not selected for employment may reapply for consideration at any subsequent selection process. Candidates who were not selected for employment, but received satisfactory results in all elements, will be placed in a candidate pool and reconsidered for appointment as future vacancies occur. Applications held in the candidate pool will be retained on file for a period of ninety (90) days.

### ***NOTIFICATIONS***

Applicants will be kept apprised of each phase of the selection process.

#### **Acknowledgment of Receipt of Initial Application**

All City of Kannapolis applications for employment for positions within the Police Department will be acknowledged of receipt by the Department.

#### **Applicants Accepted for Employment**

Applicants who are accepted for probationary employment will be notified in writing by the Chief of Police, informing them of the beginning employment date, starting salary, and a location and time to report. New non-sworn employees must complete a probationary period of not less than six months.

#### **Applicants Not Accepted for Employment**

The Chief of Police or his designee will notify all applicants not selected for employment within thirty calendar days of a decision. Those candidates who are eliminated on the basis of a single test, examination, interview, or investigation will be notified in writing of the reason within thirty calendar days. Any applicant not selected may reapply during the next hiring process if they meet the minimum standards as established by the Kannapolis Police Department.

**The City of Kannapolis is an equal opportunity employer and will select employees on the basis of applicant qualifications without regard to age, sex, race, creed, religion, political affiliation, national origin, or disability except where performance of an essential job function cannot be met with a reasonable accommodation.**